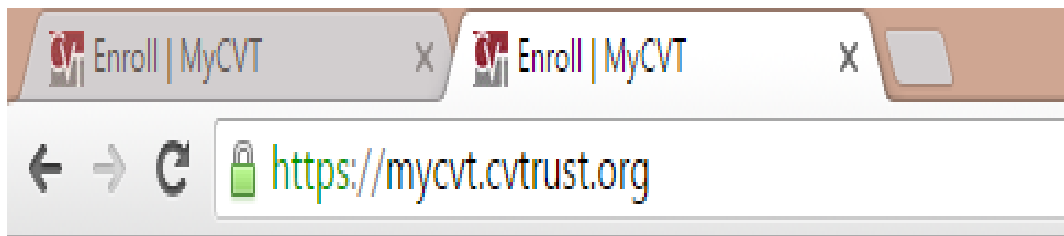
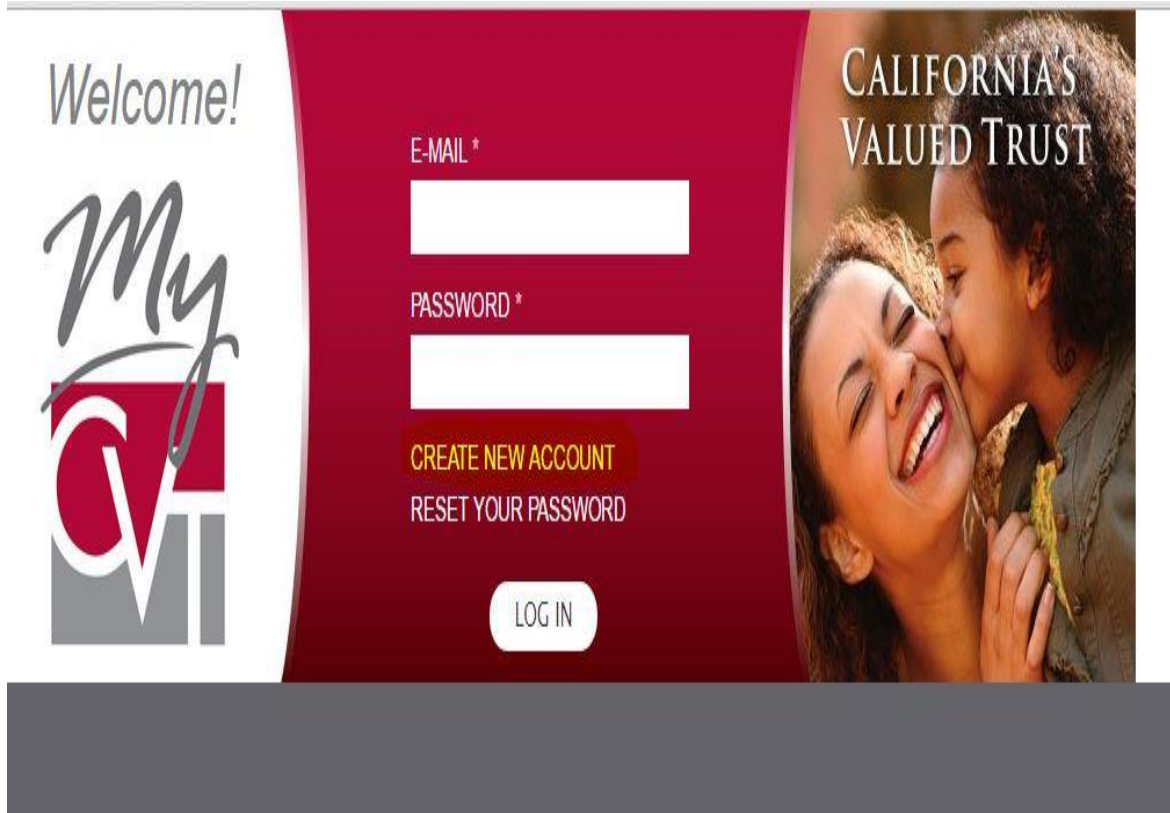


Creating your MyCVT Portal Account:

1. Go to <https://mycvt.cvtrust.org>



2. Click on **CREATE NEW ACCOUNT (Highlighted)**



3. Enter all required information. (Anything with an * is required)
 - **WHEN CHOOSING AN EMAIL ADDRESS TO USE, PLEASE USE THE EMAIL ADDRESS YOU CHECK THE MOST OFTEN.**
 - **Make sure you write down the E-mail and password you chose!!!!**

4. When choosing a **PASSWORD**, please make sure you follow the **PASSWORD REQUIREMENTS**:

Password *

Confirm password *

Provide a password for the new account in both fields.

Passwords must match 3 out of the 4 following requirements -

- Password must have at least 1 digit(s).
- Password must have at least 6 character(s).
- Password must have upper and lower case letters.
- Password must have at least 1 symbol(s).

5. **SCHOOL DISTRICT** – Make sure you select **Tehama County Department of Education**

Enroll | MyCVT

→ <https://mycvt.cvtrust.org/user/register>

Provide a password for the new account in both fields.

Passwords must match 3 out of the 4 following requirements -

- Password must have at least 1 digit(s).
- Password must have at least 6 character(s).
- Password must have upper and lower case letters.
- Password must have at least 1 symbol(s).

Social Security Number *

Enter your SSN *

Confirm *

School District *

- Tehama County Department of Education
- Susarville Elementary SD
- Sutter County SOS
- Tahoe Truckee Unified SD
- Tehama County Department of Education**
- Temecula Valley Unified SD
- Thermalito Union Elementary SD
- Tracy Joint Unified SD
- Trinity Alps Unified SD
- Tulelake Basin Joint USD
- Tuolumne County SOS

6. There are **THREE** choices to select for Employee Type:
- **CERTIFICATED** - Anyone who is part of the CTA (California’s Teachers Association)
 - **CLASSIFIED** – Anyone who is part of the CSEA (California Schools Employees Association)
 - **M/C OTHER** – **ALL** unrepresented employees – Admin, Classified Management, (**CL Management**), Certificated Management (**CE Management**) and the Office Technical Unit (**OTU**)

The screenshot shows a registration form with two dropdown menus. The first is labeled 'School District *' and has 'Tehama County Department of Education' selected. The second is labeled 'Employee type *' and has a dropdown menu open with the following options: '- Select -', '- Select -', 'CERTIFICATED', 'CLASSIFIED', and 'M/C OTHER'. The 'CERTIFICATED' option is highlighted in blue. To the right of the 'Employee type' dropdown, there is a grey box with the text 'Conditions of Use' and a red asterisk.

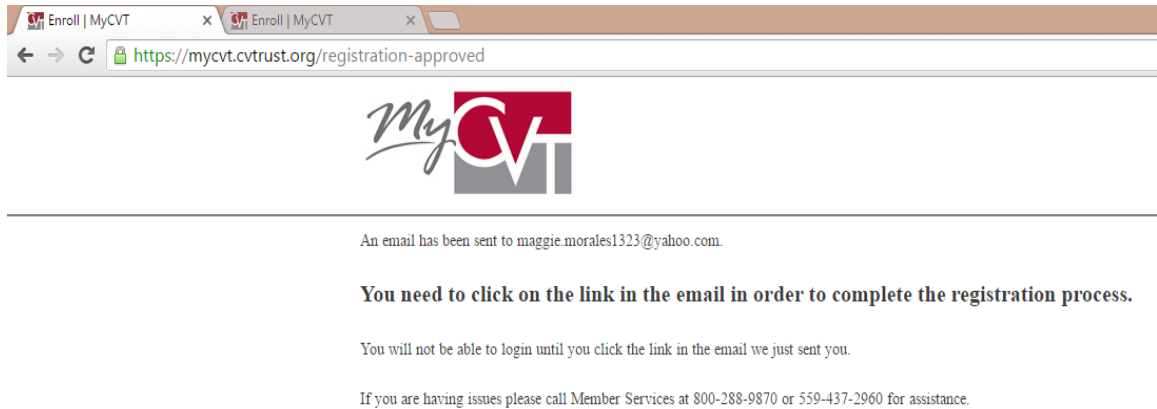
7. Once You have filled out the form, please click on **and** read [Terms & Conditions](#), before checking the Acceptance box and clicking **”CREATE NEW ACCOUNT”**

The screenshot shows a grey header bar with the text 'Terms and Conditions of Use'. Below the header is a white box containing a checked checkbox followed by the text 'Accept Terms & Conditions of Use *'. Below this box is a rounded rectangular button with the text 'Create new account'.

8. Once you have clicked on **”CREATE NEW ACCOUNT”** you will be directed to a screen that asks you to verify your **DATE OF BIRTH**. Make sure you enter the data correctly. Select **”VERIFY”**, after you have entered in your Date of Birth information.

The screenshot shows a web browser window with the address bar displaying 't.cvtrust.org/verify-registration'. The page features the MyCVT logo, which consists of the word 'My' in a script font and 'CVT' in a bold, blocky font. Below the logo is a form titled 'Please verify your date of birth'. The form has three dropdown menus labeled 'Year', 'Month', and 'Day'. Below the form is a rounded rectangular button with the text 'Verify'.

9. After choosing “**VERIFY**”, you will be taken to a screen that says “An email has been sent to (email address you used to sign up with).” Follow the directions which are in **BOLD**.



10. You will receive an email confirmation from **MyCVT** with a subject line of **Account Details for (email address used) at MyCVT**.



11. **Open Email**

- Account details for maggie.morales1323 at MyCVT

- **MyCVT** <mycvt@cvtrust.org>
To maggie.morales1323@yahoo.com

maggie.morales1323,

Thank you for registering at MyCVT. You may now log in by clicking this link or copying and pasting it to your browser:

<https://mycvt.cvtrust.org/user/reset/22320/1462817395/CNcgzJztjOLI7okjRzoiKabXA7Pbdt-HbPIWV89BT0M>

This link can only be used once to log in and will lead you to a page where you can set your password.

-- MyCVT team

12. Click the **blue** link, or copy and paste it to your browser:

<https://mycvt.cvtrust.org/user/reset/22320/1462817395/CNcgzJztjOLI7okjRzoiKabXA7Pbdt-HbPIWV89BT0M>

13. By clicking the link you will be taken to a page that looks like this:

The screenshot shows a web browser address bar with the URL <https://mycvtrust.org/account>. Below the address bar is the MyCVT logo. A dark red navigation bar contains the text "Your Coverage" on the left and "My account Log out" on the right. A green notification box with a checkmark icon contains the text: "You have just used your one-time login link. It is no longer necessary to use this link to log in." Below this is a larger green box with the text: "Tehama County Department of Education is now in open enrollment (May. 1st to May. 31st). Open enrollment ends in 23 days." and a button labeled "Apply for coverage". At the bottom of the page, there is a small link: "Is your district not listed above? Click [here](#) to add coverage to a new district."

14. If you are not directed to the above page, and an error comes up stating that you have already logged in once, instead of continuing to try and log in, call Member Services at (800)-288-9870. They are very helpful, and will resolve the issue in a timely manner.

Please Note:

If you want individual assistance in plan selection and the enrollment process; Dave from CVT will be here 8:30am – 5:00pm on May 10th (Library) and May 11th (Admin Office). No appointment necessary, however, Dave will be taking a lunch from 12pm – 1pm both days.

Also, if you do not have a computer or internet access, computers will be set up in HR Conference Room and in IT from now until the end of May.